



Baltimore City Department of Human Resources

Elliott L. Wheelan, Director of Human Resources

Martin O' Malley, Mayor

EXAMINATION FOR: ADMINISTRATIVE OFFICER I (PROMOTION)

SALARY: \$37,700 – \$47,200

GRADE: 111

CLOSING DATE: May 2, 2003 is the last day to file an application.

POSITION: An Administrative Officer I plans and coordinates such administrative functions as budget preparation, fiscal and expenditure control, purchasing operations, personnel administration and organizational and procedural analysis in a City governmental organization.

The eligible list may be used to promote persons as vacancies arise.

MINIMUM QUALIFICATIONS: On or before the date of filing the application, eligible City employees must:

Have a bachelor's degree from an accredited college or university;

AND

Have three years of experience in budget or fiscal analysis, personnel administration or a related field;

OR

Have an equivalent combination of relevant education and experience in budget or fiscal analysis, personnel administration or a related field.

SELECTION PROCESS: Only classified City employees who indicate the minimum qualifications on their applications and have successfully completed the probationary period on or before the last day for filing applications are eligible to compete in this examination. The examination will consist of a multiple choice test. Candidates are required to make a converted score of not less than 70 on a scale of 100. The training and experience of each candidate will be evaluated for appropriateness and quantity. It is essential, therefore, that you give complete and accurate information on your application. Vagueness or omission may prevent you from being considered for this position. Qualified candidates will be graded, with appointment made from all candidates within the top five scores.

SCOPE OF THE MULTIPLE CHOICE TEST: The multiple choice examination is designed to evaluate each candidate's knowledge, skills and abilities in areas such as:

- Budgeting, including report preparation, data compilation, expenditure monitoring and supplies/materials procurement;
- Administrative practices and procedures;
- Personnel administration, including applicant interviewing, personnel record maintenance and training program planning and directing;
- Working with others.

DATE OF MULTIPLE CHOICE EXAMINATION: The multiple choice examination is scheduled for Thursday, June 19, 2003.

31101 (112901) 111 G (2) M
KMT/mk POSTED: 04/21/03

Apply to: Baltimore City Department of Human Resources • 201 East Baltimore Street • Suite 100 • Baltimore, Maryland 21202 • (410) 396-3860

For additional job opportunities information, call (410) 545-3875

For the Hearing impaired: TTY 396-4930

An Equal Opportunity Employer

www.baltimorecity.gov

(see reverse side)

APPLICATIONS: Applications may be obtained by mail or in person from the Baltimore City Department of Human Resources, 201 East Baltimore Street, Suite 100, Baltimore, Maryland 21202.

PHYSICAL EXAMINATION: Eligible candidates must pass a job-related physical examination administered by the City.

TESTING FOR DRUGS: Effective October 1, 1994, the City's pre-employment physical examination for all applicants will include substance abuse testing. Substance abuse testing shall also be required prior to promotion to a sensitive job classification.

ELIGIBILITY: Qualified candidates will be considered for vacancies as they arise, for a period of at least one year. The decision of the Director of Human Resources with respect to acceptable minimum qualifications is final.

SERVICE FEE: City employees who are represented by a union will be required to become union members or to pay a service fee as a condition of continuing employment after completion of a probationary period.

CANDIDATES INDICATING THE MINIMUM QUALIFICATIONS ON THEIR APPLICATIONS WILL BE NOTIFIED WHEN AND WHERE TO APPEAR FOR THE EXAMINATION. YOU WILL NOT BE ALLOWED TO SIT FOR THE EXAMINATION UNLESS YOU PRESENT YOUR MARYLAND DRIVER'S LICENSE OR MOTOR VEHICLE ADMINISTRATION ID OR EMPLOYEE PHOTO ID CARD TO THE TEST MONITOR PRIOR TO THE TEST ADMINISTRATION.

NOTE: Those eligibles who are under final consideration for appointment to some positions in this class will be required to authorize the release of criminal conviction information from the Maryland State Police.



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